

Electronic Forms Initiative (EFI)

NASA Electronic Forms (NEF)

<https://nef.nasa.gov>

End User Procedure – Public Site

Last Updated Wednesday, September 24, 2014



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Important Information

Any user requiring access to NASA forms that are not available to the public will need to utilize VPN if not located at a NASA Center. The site utilizes the user's Launchpad credentials for authentication and authorization.

If you have problems downloading a form please ensure you have the most up to date version of Adobe Reader installed for your Operating System (OS). To download the latest version of Adobe Reader please visit the Adobe Reader install site by clicking [here](#). After installation of Adobe Reader it may be necessary to overwrite your browser default reader to the Adobe Reader in order to view the document in your browser. You can learn more about this by visiting the [Adobe site](#).

If you continue to have problems downloading a form please contact the Enterprise Service Desk (ESD) at 1-877-677-2123.

The New Look and Feel

The new look-up (search) method has been enhanced from the previous site. While it maintains a new look and feel the content (forms) displayed on the site is the same.

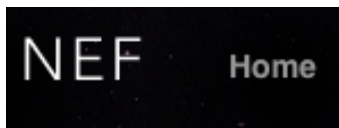
Form Functionality

A form may open differently based on the way it has been designed.

- If a form is designed to open outside of Adobe Lifecycle Workspace it will open in the browser utilizing the pdf plugin
- If a form is designed to open using maximized screen space within Adobe Lifecycle Workspace then not all features of Adobe Lifecycle Workspace will be viewable upon first opening
- If a form is designed to open in Adobe Lifecycle Workspace, but not set to maximize then all Adobe Lifecycle Workspace features will be viewable upon first opening

Navigating the New NEF Site

What's on the Home Page (Landing Page)



The home page (Figure 1) of <https://nef.nasa.gov> displays current News and Events relevant to the Agency. This page will also display the NAS Forms Officer Contact information. You may also initiate a search from this page (Entry A in Figure 1) and select one or more Centers (Entry B in Figure 1 below) for initiating the search. Although, selecting a Center is not a requirement to initiate a search. The previous site required the user to enter a form number to initiate a search from the home page, however the new site allows the user to enter any relevant search data in the field to initiate a search. For instance you may choose to enter the word "visitor" to search the current forms. Any form with the "word" visitor found either in the title or form description will be returned in the search results. The user may also continue to search on form number as well. If you are accessing the site from the public (not behind the NASA firewall or utilizing VPN) then the search results will only return forms that are available for public consumption. If the search results do not return the needed form the user may also perform an advanced search (see advanced search section for additional information).



NEF

[Home](#) [Search](#) [Advanced Search](#) [Help](#)

A

Search for form number, title or description

B

Select one or more centers

News & Events

Latest News on the new NASA Solution for eForms (Replacing FileNet)

Having problems contact the NASA Enterprise Service Desk ([ESD](#)) - 1-877-677-2123

GSA Forms Library for Standard Forms and Optional Forms

The NASA Electronic Forms System (NEFS) is a suite of tools for filling out, signing, submitting, archiving, and tracking electronic forms – all using your desktop computer.

Problems Downloading A Form?

For assistance contact the Ames Help Desk at 650 604-2000 between the hours of 7:00 A.M and 5:00 P.M. PST. Response time is 4 business hours.

Agency Form Application Migration

The Agency is migrating away from the Desktop eForms application to Adobe Lifecycle forms. Desktop eForms no longer runs on Mac OS 10.7 or later, although it continues to run on the current Windows OS. Most forms have been converted to Adobe Lifecycle and appear in the Download Other Format column of your search results. Those forms labeled PDF must be opened in Adobe Reader. Depending on your browser you may need to download the form as a file (right click) and open from within the Reader application. Those labeled PDF-LC will take you to the Adobe Forms Workspace and open in your browser. Eventually all forms will be handled this way.

Contacts

Title	Name	Phone
NASA Forms Officer	Valerie King	281 483-5888

Figure 1 - NEF Home Page

Working with the Search Page

Search

Once the user has selected search from the navigation bar the search page will be displayed showing a listing of forms available to the user. A total of 50 form entries (search results) will be displayed on the page. The user may page through the various pages to find the form or may choose to simply initiate a search using the search option found at the top of the page (see A in Figure 2). The page will display the Form Number, Title, Center, Date, Format, Version, Edition and Status of each form. The default sort has been set to Number, but the user may sort on any form attribute they choose. For instance if I were only interested in those forms that were published within a recent time period then I would sort by Date.



NEF

Home

Search

Advanced Search

Help

advanced search

Search for form number, title or description

Q

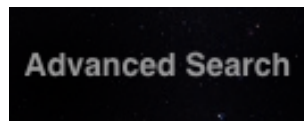
Select one or more centers

Page 1 of 132 (6599 total forms)

Number	Title	Center	Date	Format	Version	Edition	Status
AF2586	Unescorted Entry Authorization Certificate	AFRC	03/25/2013	NONE	1.5	Oct 98	Electronic
AMSA1	Government Notice For Handling Proposals - page 2 of ASC 94.	ARC		SYSTEM	N/A	Jul 90	Cancelled
AMSA278	Executive Branch Public Financial Disclosure Report	ARC	07/23/2003	SYSTEM	1.2	Mar 02	Electronic
AMSA59	Daily Control Record	ARC	04/23/1997	NONE	1.1	Jan 83	Cancelled
AMSA71	Request For Leave Or Approved Absence - Replaced By OPM71	ARC	09/22/2003	NONE	1.6	Dec 97	Cancelled
ARC10	Recertification Plan For Pressure Vessel Or Pressurized System	ARC	03/03/1997	PDF	1.2	Jan 96	Electronic
ARC100	Request for Telephone Credit Card	ARC	10/21/1997	PDF-LC	1.5	Jun 94	Electronic
ARC102	Recommendation for Special Achievement Cash Award	ARC	06/28/2005	PDF	2.8	Jun 05	Electronic
ARC103	Employee Suggestion	ARC	06/12/2000	PDF	1.5	May 93	Electronic
ARC104	Recommendation For A Time Off Award	ARC	04/17/2001	PDF	1.5	Oct 99	Electronic
ARC105A	Employee Suggestion Program Technical Evaluation	ARC	06/27/1997	PDF-LC	1.2	May 93	Electronic
ARC105B	Employee Suggestion Program Job Relatedness Determination	ARC	06/27/1997	PDF-LC	1.2	May 93	Electronic
ARC106	Employee Suggestion Program Implementation	ARC	06/27/1997	PDF-LC	1.5	May 93	Electronic
ARC107	Badge Request Form For Non-NASA Employee	ARC	05/07/2010	PDF	1.12	Mar 10	Electronic
ARC11	Employee Checkout Record	ARC	06/08/2005	PDF	3.2	May 05	Non-electronic
ARC113	Security Index Envelope	ARC		NONE	N/A	Jun 96	Non-electronic

Figure 2 - Search Results

Advanced Search Options



An advanced search option is available to the user, and may be useful in initiating a more focused search if additional details are known about the form metadata that the user is trying to retrieve. Please note when performing an advanced search the default search has been set to search “All Specified Criteria” (see A in Figure 3), however the user may choose to change this option and search for “Any Specified Criteria” (See B in Figure 3). If the user chooses the any specified criteria then any forms matching any of the criteria set in the search field will be returned. If the user chooses to search on all specified criteria then results will only be returned if all specified search criteria has been met for a given form.



NEF

Home

Search

Advanced

A

B

Return Forms That Match:

All Specified Criteria

Any Specified Criteria

Search

Clear Criteria

Title:

Title of the form.

Center:

The center that the form originates.

OPR:

Form point of contact.

Version:

The form's current version.

Type:

Form number type.

Number:

Full form number

Format:

The file format of the form.

Status:

Electronic

Electronic-Free

Electronic-Part of Other

Electronic-Restricted

Non-electronic

[All Active Statuses](#)

Owner UUPIC:

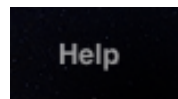
Form owner. Start typing owner's name to auto populate the UUPIC.

POC UUPIC:

Form point of contact. Start typing owner's name to auto populate the UUPIC.

Figure 3 – Advanced Search Options

Help



The Help selection is available to both authenticated and non-authenticated users. Those users who have been authenticated into the site will be presented with additional links for end user documentation, which has been created using the NASA Enterprise Applications Competency Center standard learning tool, Enterprise Performance Support System (EPSS). Non-authenticated users will be presented with information and documentation relevant to the public user.